

**2011 Plan Review Application**  
Pet Shop, Pet Daycare, Animal Shelter,  
Pet Grooming Service or Commercial Kennel

**Date of application** \_\_\_\_\_ **Desired opening date** \_\_\_\_\_

**Type of services to be provided (*check all that apply*):**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Pet Shop Aquarium only             | <input type="checkbox"/> Animal Shelter < 1,500 adoptions / year | <input type="checkbox"/> Pet Grooming Service        |
| <input type="checkbox"/> Pet Shop Standard - all other pets | <input type="checkbox"/> Animal Shelter > 1,500 adoptions / year | <input type="checkbox"/> Mobile Pet Grooming Service |
| <input type="checkbox"/> Pet Daycare                        | <input type="checkbox"/> Satellite Animal Adoption Facility      | <input type="checkbox"/> Commercial Kennel           |

**Facility Information**

Name of Facility \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_  
Business phone \_\_\_\_\_ Business Fax \_\_\_\_\_

**Requestor Information**

Requestor Name \_\_\_\_\_  
Business Name and Address (if different from facility name)  
\_\_\_\_\_  
\_\_\_\_\_  
Requestor phone number \_\_\_\_\_  
Requestor email \_\_\_\_\_

**Contact Person** (*if different from requestor*)

Contact Person \_\_\_\_\_  
Contact phone \_\_\_\_\_  
Contact email \_\_\_\_\_

**Payment Information**

**Fee: \$191.00**, non-refundable for the first hour.

Plan reviews taking more than one hour of service will be charged our hourly rate of \$191.00 after the first hour.

**Check or Money Order** (Payable to SKCDPH)

**Cash** (In-person only. Do not mail cash)

**VISA      MasterCard      Discover**

**Credit Card Billing Info**      Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Card Number** \_\_\_\_\_ **Card Expires** \_\_\_\_ / \_\_\_\_ **3 Digit Code** \_\_\_\_

**Required Signature (as on Credit card)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Return completed forms and plans with payment to:**

Public Health – Seattle & King County, Environmental Health Services, 401 – 5th Avenue, Suite 1100, Seattle, WA 98104

**Office Use Only**

**SR#** \_\_\_\_\_ **PE#** \_\_\_\_\_ **PR#** \_\_\_\_\_

**Date plans received** \_\_\_\_\_ **Date plans approved** \_\_\_\_\_

**Inspector assigned to** \_\_\_\_\_

Public Health – Seattle & King County  
Environmental Health Services

Plan Review Instructions & Application  
Pet Shop, Commercial Kennel, Pet Daycare, Animal Shelter, Pet Grooming Service

Follow all instructions below to ensure your application packet is complete and to avoid delays in the review process. Applications for plan review must be submitted no less than 30 days prior to your desired opening date. When your plans are approved you will receive an approval letter in the mail. After you receive your approval letter, you must submit your permit application and schedule your pre-opening inspection.

**Submit:**

- **One (1)** copy of the complete plan of operation (minimum size 8.5” x 11” or larger). Use the enclosed template for guidance on what to include.
- Completed plan review application form (enclosed).
- Plan review fee. See plan review application form for payment instructions.

**Include the following documents in your Plan of Operation:**

- Finish schedules for indoor and outdoor areas including floors, walls, base covings, tubs, kennels, potty boxes, animal housing structures, and animal runs. All existing finishes must be described. (*see chart on p.3 – p.5*)
- Plumbing schedule. (*see chart on p. 4*)
- Equipment schedule and manufacturer specification sheets (“cut sheets”) for each piece of equipment shown on the plan. (*see chart on p. 5*)
- Site plan with floor plan layout that includes outdoor areas. All equipment shall be clearly labeled on the site plan with its common name. Include locations of restrooms, sinks, dumpsters, isolation areas, outdoor areas, animal enclosures and plumbing including type and location of equipment with drains and hose bibs. (*This can be hand drawn on graph paper.*)
- Drawings of all custom-build equipment and installation instructions (*examples: potty boxes, custom water delivery systems for animal enclosures.*)
- Infection control plan (*Template enclosed.*)

**For questions, please contact:**

Public Health Seattle-King County  
Environmental Health Services: Zoonotic Disease Program  
401 5<sup>th</sup> Ave, Suite 1100  
Seattle, WA 98104  
Phone: 206-205-4394  
Fax: 206-296-0189  
[www.kingcounty.gov/healthservices/health/ehs/petbusinesses](http://www.kingcounty.gov/healthservices/health/ehs/petbusinesses)

# Plan of Operation Template

PLEASE PRINT

## Instructions:

This template is provided as guidance; you can fill out the template or submit the information in your own format. Attach a drawing of your site plan. If you are going to submit information in a format other than this template; make sure that all items listed in this guidance are included. If something does not apply to your business, mark it as NA.

## General Operational Information:

Business Name: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Sewer type: Public \_\_\_\_ Septic/Private \_\_\_\_

Water supply: Public \_\_\_\_ Well/Private \_\_\_\_

Waste disposal plan (describe type of containers to be used, public or private hauler, and frequency of disposal):  
\_\_\_\_\_

Types of animals sold, adopted, play group attended, boarded or groomed.  
Check all that apply.

<input type="checkbox"/>	Cats/kittens	<input type="checkbox"/>	Rabbits
<input type="checkbox"/>	Dogs/puppies	<input type="checkbox"/>	Rodents
<input type="checkbox"/>	Fish	<input type="checkbox"/>	Ferrets
<input type="checkbox"/>	Reptiles	<input type="checkbox"/>	Other
<input type="checkbox"/>	Amphibians	<input type="checkbox"/>	Other
<input type="checkbox"/>	Birds	<input type="checkbox"/>	

## Supervision and Staffing:

Describe animal care for hours when facility is open to the public. Who is responsible for care of the animals and who will provide this care?  
\_\_\_\_\_  
\_\_\_\_\_

Describe animal care for hours when the facility is closed to the public. Who is responsible for care of animals when the facility is closed?  
\_\_\_\_\_  
\_\_\_\_\_

Describe staffing ratios for animals allowed to co-mingle in play groups.  
(a minimum ratio of 1 human:20 dogs is recommended.)  
\_\_\_\_\_  
\_\_\_\_\_

## Plan of Operation Template

PLEASE PRINT

**Indoor Areas Finish Schedule.** Indicate which type of material will be used in the following areas. If something does not apply to your business, mark it as NA.

	Floors	Walls	Base/Cove	Fencing	Comments
Bathing area					
Community play area					
Customer waiting / Front counter area					
Garbage/Dumpster					
Grooming area					
Isolation area					
Kennels/Runs					
Mop sink area					
Pet display area					
Dog Potty Box					
Quarantine area					
Restrooms					
Retail area					

Describe type of indoor heating and cooling. \_\_\_\_\_

Describe type of lighting. \_\_\_\_\_

Describe ventilation in the facility, including ventilation of isolation and quarantine areas.

Indoor dog potty boxes must be constructed of materials that are easily cleaned. They must be maintained so that they can be cleaned frequently. Permanent structures should ideally drain to a sewer connection. Semi-permanent structures must be emptied, sanitized and fresh substrate applied no less than once a week.

The following materials and substances are considered **water resistant**: painted or sealed wood, sealed concrete block, stainless steel, vinyl flooring, glass, treated or sealed paneling, fiberglass, tile, tile block and other materials as approved by the director.

## Plan of Operation Template

**PLEASE PRINT**

**Outdoor Areas Finish Schedule.** Indicate which type of materials will be used in the following areas. If something does not apply to your business, write NA.

	Flooring / Material	Fences	Comments
Kennels			
Community play areas			
Dog Potty box			
Sheltered area			
Other:			

Outdoor surfaces commonly used are concrete, gravel, and wood chips; gravel and wood chips should be replaced at least twice a year or more frequently if needed. Natural lawn or turf may be used if well maintained with regular watering, mowing and repair and kept free of mud or bare dirt.

Outdoor potty boxes must be constructed of materials that are easily cleaned. They must be maintained so that they can be cleaned frequently. Permanent structures should drain to a sewer connection. Semi-permanent structures must be emptied, sanitized and fresh substrate applied no less than once a week.

***No wastewater containing animal excrement or chemicals may drain into a storm drain.***

**Plumbing Schedule.** Indicate all plumbing connections applicable to the facility. If something does not apply to your business, write NA.

	Quantity	Direct drain connection/ P-Trap	Indirect drain connection / Air Gap	Backflow Preventer(s)	Comments
Chemical dispensers					
Floor drains					
Bathing tubs					
Plumbed water systems for aquarium					
Sink - Dishwashing					
Sink - Hand washing					
Sink - Mop					
Water Heater(s) (Indicate size & recovery rate)					
Outdoor drains to sewer		NA	NA	NA	
Outdoor drains to stormwater		NA	NA	NA	
Other:					

## Plan of Operation Template

PLEASE PRINT

**Equipment Schedule.** Indicate all equipment used at the facility. If something does not apply to your business, write NA.

	Quantity	Manufacturer	Model #	Comment/Notes
Refrigerator(s)				
Freezer(s)				
Washer(s)				
Dryer(s)				
Dishwasher (s)				
Floor scrub machines				
Dog drying machines				
Grooming Tables				
Other				

**Animal Enclosures.** Indicate all that apply. If something does not apply to your business, write NA.

	Quantity	Type of material	Comment/Notes
Kennels / Indoor		Listed in finish schedule	
Kennels/ Outdoor		Listed in finish schedule	
Cat Condos			
Bird Enclosures			
Puppies enclosures			
Kittens enclosures			
Small Animal (pocket pet, reptile enclosures)			
Other:			
Other:			